



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

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Vermont Relay: 7-1-1 or 800-253-0191

DISTRIBUTION SUPERINTENDENT BURLINGTON ELECTRIC DEPARTMENT

POSTING DATE: June 18, 2015
RATE OF PAY: \$83,911 - \$95,100 DOE
EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: July 6, 2015
POSITION STATUS: Regular Full Time
CLASSIFICATION GRADE: M10
UNION: Non-Union

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for providing high quality leadership, motivation and direction to the employees of the Distribution area. This position is also responsible for playing a key role in establishing and implementing strategies, plans and policies in the Distribution area.

Essential Job Functions:

- Supervise, schedule and direct the activities of the Distribution area.
- Oversee the installation, maintenance and repair of the distribution system.
- Ensure that distribution projects conform to standards and codes.
- Supervise, monitor and assist in the restoration of system outages.
- Maintain a detailed familiarity with BED's distribution system.
- Assist in the preparation of the Distribution area's budget.
- Plan, design and implement distribution system improvements.
- Oversee distribution projects to ensure they are adequately managed in terms of labor, materials and schedules.
- Coordinate distribution projects with other groups at BED.
- Oversee distribution projects to ensure they comply with the National Electric Code, National Electric Safety Code, applicable VOSHA regulations, BED standards and safety rules, and project specifications.
- Close out work orders after final job inspection.
- Ensure that employees reporting to him/her follow applicable safety rules and adhere to the personnel manual.
- Conduct performance reviews and develop training opportunities for distribution personnel.
- Prepare detailed distribution work orders.
- Oversee the street light and leased light maintenance programs.
- Oversee BED's leased light program.
- Assist in the development of BED construction standards.
- Participate in the development of equipment specifications.
- Prepare cost estimates for distribution construction projects.
- Provide a safe working environment for Distribution personnel.
- Assist in the investigation and resolution of customer complaints regarding the distribution system.
- Perform other duties as required.

Qualifications/Basic Job Requirements:

- Associate's degree in electrical engineering or related discipline, with a minimum of five years experience in the construction, maintenance, and repair and operations of electric utility distribution systems. Relevant experience may be substituted for educational requirements.
- Must be able to work as part of a team.
- Must possess a working knowledge of the NESC, NEC, BED standards and safety rules.
- Must possess strong written and verbal communication skills and an ability to interact with coworkers and the public.
- Experience with personal computers.
- Must have demonstrated abilities in effective leadership, communication and creation of environments in which employees feel supported, motivated and highly productive. Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Must possess and maintain First Aid and CPR certification or have the ability to obtain certification within three months of date hired.
- Ability to obtain and maintain a valid Vermont State driver's license within three months of date hired and a Class B Commercial Driver's License endorsement within six months of date hired.
- Must wear safety equipment, including, but not limited to; high voltage rubber gloves, safety glasses, hard hat, hearing protection and safety harness.

To Apply: Submit resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.